

ANNUAL REPORT FOR PUBLIC AND ASSOCIATION LIBRARIES - 2010

Part 1 – GENERAL LIBRARY INFORMATION

Information is already entered for this section under the “Annual Report Format – View/Edit Annual Report (Part 1) but should be checked for accuracy and edited if necessary. If a field needs to be corrected but is not an editable field, please send an email to dvincent@ncls.org containing the Line # and a note describing the change(s) to be made.

Report all information in Part 1 as of December 31, 2010

- 1.1 Library ID Number ... Enter the 10 digit ID# assigned by DLD
- 1.2 Library Name..... Enter the LEGAL name of the library (not the “popular name” or abbreviated name)
- 1.3 Name Status (State Use Only)
- 1.4 Structure Status (State Use Only)
- 1.5 Community.... Enter the name of the village, town, or city in which the MAIN library building is located
- 1.6 Beginning Fiscal Reporting Year..... Please remember to change the date to reflect the current fiscal year
- 1.7 Ending Fiscal Reporting Year..... Please remember to change the date to reflect the current fiscal year
- 1.8 Address Status Choose appropriate response (check especially if your library has changed addresses and/or moved to a new building)
- 1.9 Street Address
- 1.10 City
- 1.11 Zip Code (5 digits only)
- 1.12 Four-Digit Zip Code Extension (4 digits only; enter N/A if unknown)

This information is now entered and locked at the State level. If there are any corrections, please send an email to dvincent@ncls.org containing the complete street address (absolutely NO use of P.O. Box #s). Also, include the four-digit zip code extension of N/A if unknown.

- 1.13 Mailing Address
- 1.14 City
- 1.15 Zip Code (5 digits only)
- 1.16 Four-Digit Zip Code Extension (4 digits only; enter N/A if unknown)
- 1.17 Telephone Number (enter 10 digits only; enter N/A if no number)..... Enter 10 digit number without any dashes or spaces
- 1.18 Fax Number (enter 10 digits only; enter N/A if no fax number)..... Enter 10 digit number without any dashes or spaces
- 1.19 E-mail Address to Contact the Library (Enter N/A if no e-mail address) xxxlib@ncls.org
- 1.20 Library Home Page URL (Enter N/A if no home page URL) The Internet's World Wide Web address of the library's home page (Ex: <http://ncls.northcountrylibraries.org/>)

This information is now entered and locked at the State level. If there are any corrections, please send an email to dvincent@ncls.org containing the complete street address (absolutely NO use of P.O. Box #s). Also, include the four-digit zip code extension of N/A if unknown.

- 1.21 Population Chartered to Serve (per 2000 Census)
- 1.22 Indicate the type of library as stated in the library's charter (select one):
 - Public Association
- 1.23 Indicate the area chartered to serve as stated in the library's charter (select one):
 - Town
 - Joint Town
 - Village
 - City
 - School District
 - County
 - Special Legislative District
 - Other

This information is on file at DLD.
Please email dvincent@ncls.org if your library had a charter amendment during the reporting year that has not been reflected in the report).

- 1.24 During the reporting year, has there been any change to the library's legal service area boundaries? Changes may be the result of a Regents charter action or due to a new contract to provide library services to residents of an area not served by a public library or due to a change to an existing contract. **Answer Y for Yes, N for No.**
- 1.25 Indicate the type of charter the library currently holds (select one):
 - Provisional
 - Absolute

- 1.26 Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter
- 1.27 Date the library was last registered

This information is on file at DLD and cannot be edited in the Online Annual Report.

1.28 Federal Employer Identification Number..... Enter the 9-digit # assigned by THE IRS for purposes of reporting taxes withheld. Use the library’s FED# NOT the town or city FED#.

1.29 County..... Enter the county where the main library is located

1.30 School District Enter the school district where the library building is located

1.31 Library System North Country Library System

1.32 Title of Library Director/ Manager (select one):

- Mr.
- Mrs.
- Ms.
- Dr.
- Miss

1.33 First Name of Library Director/Manager Enter the first name of the Library Director/Manager

1.34 Last Name of Library Director/Manager Enter the last name of the Library Director/Manager

1.35 NYS Public Librarian Certification Number

Note: If your library is serving a population of 7,500 or more, you MUST HAVE a NYS certified public librarian as library director.

Enter the certification number or N/A if the Library Director/Manager is not certified. (DO NOT enter school media specialist numbers)

1.36 E-mail Address of the Director/Manager

1.37 Fax Number of the Director/Manager

Enter the email address and fax number to contact the Library Director/Manager DIRECTLY

1.38 Does the library charge fees for library cards to people residing outside the system's service area? **Enter Y for Yes, N for No.**

1.39 Was all or part of the library's 2010 budget subject to a public vote (see instructions)?

Enter Y for Yes, N for No.

Enter “Y” if the school ballot funding was VOTED ON THIS YEAR.
If you have school ballot funding that is in effect from a previous year, answer “N” to this question.

If yes, please complete one record for each vote held. If no, go to question 1.40.

Repeating Group #1

1. Name of municipality or district holding the vote
2. Indicate the type of municipality or district holding the vote
3. Was this a Chapter 414 vote (Ed. Law §259.1.b)?

4. Dollar amount
5. Was the vote successful?
6. Date the vote was held

1.40 For the fiscal year that ended in 2010, indicate the total percentage of the library’s local public funding that was either subject to public vote(s) or that came from previous appropriation(s) approved by public vote(s) still in effect.

If you received school ballot funding this year, whether it was voted on this year or in any previous year, you must calculate how much of your LOCAL public funds it makes up. So, if you receive \$12,000 in school ballot funds and your total local public funds this year are \$48,000, then the answer is 25% (\$12,000 divided by \$48,000 times 100= 25%)

1.41 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? **Enter Y for Yes, N for No.** If yes, please complete one record for *each* contract. If no, go to question 1.42.

Repeating Group #2:

1. Name of contracting municipality or district
2. Is this a written contractual agreement?
3. Population of the geographic area served by this contract
4. Dollar amount of contract
5. Enter the appropriate code for range of services provided (select one):
 - Full
 - Partial
 - N/A

1.42 For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the State note; if no, please go to Part 2, Library Collection.

In order to get the note field, you must choose “YES,” click “Update Record, and then click “Back to Part 1).” A note field will display beneath Line #1.42 and you can click on the “EDIT” button to enter your explanation.

Part 2 – LIBRARY COLLECTION *Information must be entered for this section under the “Data Entry” Section. Make sure you enter LAST YEAR’S year end data before going ANY further.*

Keep in mind that holdings are the total # held at the end of the year. The holdings totals you place in Part 2 are computed as follows: Holdings=Previous Year’s Year-End Total + Current Year Additions – Current Year Withdrawals.

As you enter your additions and withdrawals throughout the year, it calculates the total holdings at the end of the year for you!

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1.

WHERE DO YOU GET THESE FIGURES???	
<u>Non-Automated</u>	<u>Automated</u>
<p>Totals are pulled from the individual libraries own accounting system. A “Library Daily Statistics” spreadsheet is available for your convenience. Contact Dawn if you would like to start using this convenient spreadsheet.</p>	<p>Pull totals from SIRSI Report: <u>Report Name:</u> “LIB Monthly ADD. and DEL.” <u>Heading on Report:</u> Library Name Additions and Discards Statistics</p> <p>At the end of the year, look at the Online Annual Report (Reporting Section – View Collection Report). Compare the year-end holdings with the SIRSI Report (XXX Total Holdings). Make adjustment for the difference between the two in December.</p>

PRINT MATERIALS ————— MUST BE cataloged and available for use and totals include duplicate copies and # of volumes in sets of books.

Cataloged Books

- 2.1 Adult Fiction Books
- 2.2 Adult Non-fiction Books
- 2.3 Total Adult Books (Total questions 2.1 & 2.2)
- 2.4 Children's Fiction Books
- 2.5 Children's Non-fiction Books
- 2.6 Total Children's Books (Total questions 2.4 & 2.5)
- 2.7 Total Cataloged Books (Total questions 2.3 & 2.6)

YA materials are counted as Adult

Other Print Materials

2.8 **Uncataloged Books** Count uncataloged hardcover and paperback books here.

2.9 **Print Serials**

For **Question 2.9**, the library needs to count all serial holdings in the library by volume, regardless of how they were obtained and whether or not they are bound. Single issues are not counted but, rather, the number of volumes. For example, if a journal is issued monthly, there might be 12 issues to a single volume. The number of "issues" is not what is counted but, rather, the number of volumes.

2.10 All Other Print Materials..... Count here documents held in vertical files and government documents held in specific section of the library

2.11 **Total Other Print Materials (Total questions 2.8 through 2.10)**

2.12 **Total Print Materials (Total questions 2.7 and 2.11)**

ELECTRONIC MATERIALS

MUST BE library materials that require use of special equipment to be heard or seen.

2.13 Electronic Books..... Count here e-books where searchable text is prevalent and which can be seen in analogy to a printed book.

DO NOT COUNT TumbleBooks here!!!!!!

2.14 Local Databases..... Enter here databases obtained through library funds such as Learning Express, Heritage-Quest, Wilson Web, Congressional Quarterly, World Almanac, etc. (see the FAQs for more information and a longer list of "Other Databases")

2.15 NOVELNY Databases.. Enter the number of NOVELNY Databases that are provided to you

You no longer have to enter data for this question. This information will be provided by the Division of Library Development and any information contained in this field will be changed for each member library to match that provided by DLD.

The current NOVELNY Databases are:

1. EBSCO Primary Search (with the Searchasaurus/Kid's Search interfaces) Primary Search includes Funk & Wagnall's New Encyclopedia, the Encyclopedia of Animals and the American Heritage® Children's Dictionary*, 3rd Edition from Houghton Mifflin
2. Gale Business and Company Resource Center, including Business ASAP
3. Gale Newspapers (InfoTrac Custom Newspapers, National Newspaper Index, and New York Custom Newspapers)
4. Gale Health and Wellness Resource Center, with Alternative Health
5. Grolier Encyclopedia Americana
6. Grolier Multimedia Encyclopedia
7. New Book of Knowledge (Grolier)
8. ProQuest Platinum
9. Twayne's Authors Series

2.16 Other Databases..... Enter here databases not LOCAL or NOVELNY Databases

(see the FAQs for examples)

2.17 Total Databases (Total questions 2.14, 2.15 and 2.16)

2.18 Other Electronic Materials (includes all other materials in digital format such as e-serials, CD- ROMs, government documents, electronic files, reference tools, scores, maps, etc.).... **Count here all “other electronic materials”**

2.19 Total Electronic Materials (Total questions 2.13, 2.17 and 2.18)

ALL OTHER MATERIALS

2.20 Audio Recordings (includes audio CDs, tapes, etc.)..... **Include your libraries talking books and music**

2.21 Video Recordings (includes VHS, DVD, etc.).... **Moving pictures that are packaged as one unit are counted as one unit. If the full movie has four discs in one case, it is still ONLY ONE video recording.**

2.22 All Other Materials (includes microform, films, slides, filmstrips, etc.)... **DO NOT include items used ONLY by LIBRARY STAFF or SYSTEM SOFTWARE**

2.23 Total Other Materials Holdings (Total questions 2.20, 2.21, and 2.22)

2.24 **GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.19 and 2.23)

CURRENT SERIAL SUBSCRIPTIONS

2.25 Current Print Serial Subscriptions

2.26 Current Electronic Serial Subscriptions

For Question 2.25, count the “titles” NOT individual issues. One SUBSCRIPTION counts as one title. IF you have a subscription to TIME, PEOPLE, and Sports Illustrated, you would enter 3 on Line 2.25.

2.27 Total Current Subscriptions (Total questions 2.25 and 2.26)

ADDITIONS TO HOLDINGS – Do not subtract withdrawals or discards.

2.28 Cataloged Books

2.29 All Other Print Materials

2.30 Electronic Materials

2.31 All Other Materials

Enter the number of items for each category that you have added during the FISCAL YEAR.

2.32 Total Additions (Total questions 2.28 through 2.31)

Part 3 – LIBRARY PROGRAMS, POLICIES, AND SERVICES

Information must be entered for this section under the “Data Entry” Section

Report all information on questions 3.1 through 3.10 and 3.51 through 3.59 as of the end of the fiscal year reported in Part 1; report information on questions 3.11 through 3.50 as for the **2010 calendar year.**

LIBRARY SPONSORED PROGRAMS

- A six-week story time series would be counted as six sessions
- Each group visit to the library or each classroom visit = one session

- 3.1 Adult Program Sessions Count here sessions held for adults
- 3.2 Young Adult Program Sessions..... Count here sessions held for teens aged 12-18 years of age
- Where age levels overlap (12-14 years), determine if the program is primarily for children or young adults
- 3.3 Children's Program Sessions.... Count here sessions held for children 14 years old and younger
- 3.4 All Other Program Sessions..... Count here sessions that do not fit a category above
- 3.5 Total Number of Program Sessions (Total Questions 3.1 through 3.4)

- 3.6 Adult Program Attendance
- 3.7 Young Adult Program Attendance
- 3.8 Children's Program Attendance
- 3.9 All Other Program Attendance

Count ALL attendees regardless of their ages. Count attendance at EACH session in a series of programs.

NOTE: If a program was held for children (such as story time), count ALL attendance (children, parents, and caregivers) and place the total under “Children’s Program Attendance.”

- 3.10 Total Program Attendance (Total Questions 3.6 through 3.9)

For Questions 3.11-3.50, please count **ONLY** programs and program attendance for each **TYPE** of program.

SUMMER READING PROGRAM

- 3.11 Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2010 (check all that apply):
- a. Program(s) for children
 - b. Program(s) for young adults
 - c. NYS Summer Reading Program theme for children used
 - d. NYS Summer Reading Program theme for young adults used
 - e. N/A

- 3.12 Library outlets offering the summer reading program

Outlets include the main library, branches, book mobiles and any other **designated** library outlets

- 3.13 Children registered for the library’s summer reading program

3.14 Young adults registered for the library’s summer reading program

3.15 Total number registered for the library’s summer reading program (total 3.13 + 3.14)

3.16 Children’s program sessions – Summer 2010

3.17 Young adult program sessions – Summer 2010

3.18 Total program sessions – Summer 2010 (total 3.16 + 3.17)

3.19 Children’s program attendance – Summer 2010

3.20 Young adult program attendance – Summer 2010

3.21 Total program attendance – Summer 2010 (total 3.19 + 3.20)

COLLABORATORS

3.22 Public school district(s) and/or BOCES

3.23 Non-public school(s)

3.24 Childcare center(s)

3.25 Summer camp(s)

3.26 Municipality/Municipalities

3.27 Literacy provider(s)

3.28 Other (describe using the State note)

3.29 Total Collaborators (total 3.22 through 3.28)

Count collaborators by
“type” of collaborator.

EARLY LITERACY PROGRAMS

3.30 Did the library offer early literacy programs? (Enter Y for Yes, N for No)

3.31 Indicate age group(s) (check all that apply):

- a. Birth – 3 years
- b. 4 – 5 years
- c. Parents and Caregivers
- d. N/A

3.32 Ages birth to three years program sessions

3.33 Ages four to five years program sessions

- 3.34 Parent and/or caregiver program sessions
- 3.35 Total program sessions (total 3.32 + 3.33 + 3.34)
- 3.36 Ages birth to three years program attendance
- 3.37 Ages four to five years program attendance
- 3.38 Parent and/or caregiver program attendance
- 3.39 Total program attendance (total 3.36 + 3.37 + 3.38)
- 3.40 Collaborators (check all that apply):
 - a. Childcare center(s)
 - b. Public School District(s) and/or BOCES
 - c. Non-Public School(s)
 - d. Other (describe using the State note)
 - e. N/A

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

- 3.41 Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)
- 3.42 Children’s program sessions
- 3.43 Young adult program sessions
- 3.44 Adult program sessions
- 3.45 Total program sessions (total 3.42 + 3.43 + 3.44)
- 3.46 Children’s program attendance
- 3.47 Young adult program attendance
- 3.48 Adult program attendance
- 3.49 Total program attendance (total 3.46 + 3.47 + 3.48)
- 3.50 Collaborators (check all that apply):
 - a. Literacy NY (Literacy Volunteers of America)
 - b. Public School District(s) and/or BOCES
 - c. Non-Public School(s)
 - d. Other (describe using the State note)
 - e. N/A

LIBRARY USE

3.51 Library visits (total annual attendance)

If an annual count is not available, take a “typical week” and multiply by 52 weeks.

3.52 Registered resident borrowers

3.53 Registered non-resident borrowers

WHERE DO YOU GET THESE FIGURES???	
<u>Non-Automated</u>	<u>Automated</u>
<p style="color: red;">Totals can be pulled from registration cards.</p> <ul style="list-style-type: none"> Count the total # of individual borrowers that reside IN the library’s chartered-to-serve area Count the total # of individual borrowers that live OUTSIDE of the library’s chartered-to-serve area 	<p style="color: red;">Pull totals from SIRSI Report: <u>Report Name:</u> “LIB User Totals Statistics”</p> <ul style="list-style-type: none"> Count the total # of individual borrowers that reside IN the library’s chartered-to-serve area Count the total # of individual borrowers that live OUTSIDE of the library’s chartered-to-serve area

WRITTEN POLICIES (Answer Y for Yes, N for No)

3.54 Does the library have an open meeting policy?

3.55 Does the library have a policy protecting the confidentiality of library records?

3.56 Does the library have an Internet use policy?

3.57 Does the library have a disaster policy?

ACCESSIBILITY (Answer Y for Yes, N for No)

3.58 Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?

3.59 Does the library have devices for the deaf and hearing impaired (TTY/TDD)?

Part 4 – LIBRARY TRANSACTIONS

Information must be entered for this section under the “Data Entry” Section

Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library use is not considered part of circulation). **In addition, items checked out as ONE unit are counted as ONE unit.**

WHERE DO YOU GET THESE FIGURES???	
<u>Non-Automated</u>	<u>Automated</u>
<p>Totals are pulled from the individual libraries own accounting system (Ex.: daily count of book cards). There is a “Library Daily Statistics” spreadsheet available for your convenience. Contact Dawn if you would like to start using this convenient spreadsheet.</p>	<p>Pull totals from SIRSI Report. <u>Report Name:</u> “LIB Monthly CIRC Statistics” <u>Heading on Report:</u> Library Name Transactions Statistics”</p> <ul style="list-style-type: none"> • Add the totals for each category and place on the correct line <p><u>Example</u> Add all adult fiction books and place the total on Line 4.1 A-FIC (2) + A-FIC_NEWB (28) + YA-FIC-NEW (11) = 41 (total to be entered on Line 4.1)</p>

CATALOGED BOOK CIRCULATION

- 4.1 Adult Fiction Books
- 4.2 Adult Non-fiction Books
- 4.3 **Total Adult Books (Total questions 4.1 & 4.2)**
- 4.4 Children's Fiction Books
- 4.5 Children's Non-fiction Books
- 4.6 **Total Children's Books (Total questions 4.4 & 4.5)**
- 4.7 **Total Cataloged Book Circulation (Total questions 4.3 & 4.6)**

CIRCULATION OF OTHER MATERIALS

- 4.8 Circulation of Adult Other Materials
- 4.9 Circulation of Children’s Other Materials
- 4.10 **Total Circulation of Other Materials (Total questions 4.8 & 4.9)**
- 4.11 **Grand Total Circulation Transactions (Total questions 4.7 & 4.10)**

4.12 **Grand Total Circulation of Children’s Materials**
 (Total questions 4.6 & 4.9)

REFERENCE TRANSACTIONS

4.13 Total Reference Transactions

If an annual count is not available, take a “typical week” and multiply by 52 weeks.
 *****Please remember – DO NOT COUNT questions that are directional such as “Where are the children’s books?” or questions regarding library hours, rules or policies.

INTERLIBRARY LOAN-MATERIALS RECEIVED (BORROWED)

4.14 TOTAL MATERIALS RECEIVED _____

INTERLIBRARY LOAN-MATERIALS PROVIDED (LOANED)

4.15 TOTAL MATERIALS PROVIDED _____

WHERE DO YOU GET THESE FIGURES???	
<u>Non-Automated</u>	<u>Automated</u>
<p>Totals are pulled from ICICILL. Select the month, get the statistics, and add all of the months together for your yearly total.</p> <p>http://mail.nnyln.net/stats.html</p>	<p>Pull totals from SIRSI Report. <u>Report Name:</u> “LIB Monthly ILL Statistics” <u>Heading on Report:</u> Library Name Interlibrary Loan Statistics”</p> <ul style="list-style-type: none"> • Add the totals for each category and place on the correct line <p>***Please also remember to go to ICICILL to get ILL statistics for items loaned to the non-automated libraries. Select the month, get the statistics, and add all of the months together for your yearly total.</p> <p style="text-align: center;">http://mail.nnyln.net/stats.html</p>

Part 5 – AUTOMATION AND TELECOMMUNICATIONS

Information is already entered for this section under the “Annual Report Format – View/Edit Annual Report (Part 5,6,7) but should be checked for accuracy and edited if necessary. If a field needs to be corrected but is not an editable field, please send an email to dvincent@ncls.org containing the Line # and a note describing the change(s) to be made.

Report all information as of December 31, 2010.

SYSTEMS AND SERVICES

- 5.1 Automated circulation system? **Answer Yes or No.**
- 5.2 Online public access catalog (OPAC) **Answer Yes or No.**
- 5.3 Electronic access to your OPAC from outside the library? **Answer Yes or No.**
- 5.4 Annual number of visits to the library’s web site? **Count here the number of annual visits to the library via the Internet. A visit occurs when a user (internal or external) connects to the library’s web site for any length of time or purpose.**
- 5.5 Does the library use Internet filtering software on any computer? **Answer Yes or No.**
- 5.6 Total number of Internet terminals used by the general public. **Enter the # of computer terminals whether purchased, leased or donated that are used by the general public to connect to the Internet**
- 5.7 Number of users (in-library only) of Public Internet computers per year. **Enter the annual # of users of public internet computers IN THE LIBRARY – DO NOT INCLUDE staff use unless it relates to patron assistance.**
- 5.8 Type of connection on public library Internet computers **(Choose one)**
- a. Dial-Up
 - b. DSL
 - c. Cable.... **Most libraries have RoadRunner and would choose this option. If unsure, consult IT.**
 - d. Leased Line
 - e. Municipal Networks (wireless or other)
 - f. State Network
 - g. Fiber
 - h. Other (specify using the State note)

- 5.9 Maximum speed of connection on public library Internet computers... **(Choose one)**
- a. Less than 128 kilobits per second...**Dial-up**
 - b. 129 to 256 kilobits per second
 - c. 257 to 768 kilobits per second
 - d. 769 kilobits to 1.4 megabits per second
 - e. 1.5 megabits per second
 - f. 1.6 to 5.0 megabits per second...**DSL**
 - g. 6.0 to 10 megabits per second... **Most of our libraries have RoadRunner and would choose this option.**
 - h. Greater than 10 megabits per second

- 5.10 Do you offer WiFi to your patrons? **Answer Yes or No.**

If you offer WiFi to your patrons, please indicate in an email to dvincent@ncls.org if there are any restrictions to accessing it (For example, indicate if access is restricted to those with passwords, etc.)

- 5.11 Do you have interactive videoconferencing capability for public use? **Answer Yes or No.**

A videoconference is a live connection between people in separate locations for the purpose of communication, usually involving audio and often text as well as video.

Part 6 – STAFF INFORMATION

Information is already entered for this section under the “Annual Report Format – View/Edit Annual Report (Part 5,6,7) but should be checked for accuracy and edited if necessary. If a field needs to be corrected but is not an editable field, please send an email to dvincent@ncls.org containing the Line # and a note describing the change(s) to be made.

Report all staff information as of the end of the fiscal year reported in Part 1.

FTE (FULL-TIME EQUIVALENT CALCULATION)

- 6.1 The number of hours per workweek used to compute FTE for all paid library personnel in this section. **(CANNOT be more than 40 hours per week)**

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

- 6.2 Library Director (certified)
- 6.3 Vacant Library Director (certified)
- 6.4 Librarian (certified)
- 6.5 Vacant Librarian (certified)
- 6.6 Library Manager (not certified)
- 6.7 Vacant Library Manager (not certified)
- 6.8 Library Specialist/Paraprofessional (not certified)
- 6.9 Vacant Library Specialist/Paraprofessional (not certified)
- 6.10 Other Staff
- 6.11 Vacant Other Staff
- 6.12 **TOTAL PAID STAFF** (Total questions 6.2, 6.4, 6.6, 6.8, & 6.10)
- 6.13 **VACANT TOTAL PAID STAFF** (Total questions 6.3, 6.5, 6.7, 6.9, & 6.11)

SALARY INFORMATION

- 6.14 FTE - Entry Level Librarian (certified)
- 6.15 Salary - Entry Level Librarian (certified)
- 6.16 FTE - Library Director (certified)
- 6.17 Salary - Library Director (certified)
- 6.18 FTE - Library Manager (not certified)
- 6.19 Salary - Library Manager (not certified)

Please enter information even if the position is VACANT. Report FTE for Library Director OR Library Manager...NOT BOTH.

Part 7 – MINIMUM PUBLIC LIBRARY STANDARDS

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Report all information as of December 31, 2010.

- 7.1 1. Is governed by board-approved written bylaws.
- 7.2 2. Has a board-approved written long-range plan of service.
- 7.3 3. Presents an annual report to the community.
- 7.4 4. Has board-approved written policies.
- 7.5 5. Presents an annual written budget to appropriate funding agencies.
- 7.6 6. Periodically evaluates the effectiveness of the collection and services in meeting community needs.
- 7.7 7. Is open the minimum standard number of public service hours for population served (see instructions).
- 8. Maintains a facility to meet community needs, including adequate:
 - 7.8 8a. space
 - 7.9 8b. lighting
 - 7.10 8c. shelving
 - 7.11 8d. seating
 - 7.12 8e. restroom (see instructions)
- 9. Has the equipment and connections necessary to facilitate access to information:
 - 7.13 9a. telephone
 - 7.14 9b. photocopier (see instructions)
 - 7.15 9c. microcomputer or terminal
 - 7.16 9d. printer
 - 7.17 9e. telefacsimile/fax machine capability (see instructions)
- 7.18 10. Distributes printed information listing the library's hours open, borrowing rules, services, location and phone number.
- 7.19 11. Employs a paid director in accordance with the provisions of section 90.8 of Commissioner's Regulations (see instructions).

Part 8 – PUBLIC SERVICE INFORMATION

Information is already entered for this section under the “Annual Report Format – View/Edit Annual Report (Part 8) but should be checked for accuracy and edited if necessary. If a field needs to be corrected but is not an editable field, please send an email to dvincent@ncls.org containing the Line # and a note describing the change(s) to be made.

Report all information as of the end of the fiscal year reported in Part 1.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1 Main Library.....Everyone should enter at least “1”

8.2 Branches

- | |
|--|
| In order to qualify as a branch, it has to have
1. separate quarters
2. an organized collection of library materials
3. paid staff
4. regularly scheduled hours open to the public |
|--|

8.3 Bookmobiles... *None of our libraries have. Enter “0.”*

8.4 Other Outlets.. *None of our libraries have. Enter “0.”*

8.5 **TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 – 8.4)**

PUBLIC SERVICE HOURS – Report hours to two decimal places. Report the **minimum** weekly total **scheduled** public service hours for the reporting period.

8.6 Minimum Weekly Total Hours - Main Library

8.7 Minimum Weekly Total Hours - Branch Libraries

8.8 Minimum Weekly Total Hours – Bookmobiles

8.9 Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 – 8.8)

8.10 Annual Total Hours - Main Library

8.11 Annual Total Hours - Branch Libraries

8.12 Annual Total Hours – Bookmobiles

8.13 Annual Hours Open - Total Hours Open
(Total questions 8.10 through 8.12)

Enter totals into the “Summer” and “Winter” sections and it will automatically calculate this section for you.
--

Part 9 – SERVICE OUTLET INFORMATION

Information is already entered for this section under the “Annual Report Format – View/Edit Annual Report (Part 9) but should be checked for accuracy and edited if necessary. If a field needs to be corrected but is not an editable field, please send an email to dvincent@ncls.org containing the Line # and a note describing the change(s) to be made.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2, and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.

Repeating Group #3:

1. Outlet Name
2. Outlet Name Status
3. Street Address
4. Outlet Street Status
5. City
6. Zip Code
7. Four-Digit Zip Code Extension
8. Phone (enter 10 digits only)
9. Fax Number (enter 10 digits only)
10. E-mail Address
11. Outlet URL
12. County
13. Outlet Type Code (select one):
 - CE – Main Library
 - BR – Branch
 - BS – Bookmobile
14. Enter the appropriate outlet code (select one):
 - LO – the outlet is owned by the library board
 - LR – the outlet is rented by the library board
 - LRF – the outlet is used by the library board rent-free
 - N/A – none of the above

15. Who owns the outlet building?

- Library Board
- Village
- Town
- City
- County
- School District
- Other

16. Who owns the land on which the outlet building sits?

- Library Board
- Village
- Town
- City
- County
- School District
- Other

17. Indicate the year this outlet was initially constructed.... **If the library has changed location, make sure this has been changed to the construction date of the new library.**

18. Indicate the year the outlet underwent a major renovation costing \$25,000 or more ... **Enter the proper year**

19. Square footage of the outlet.... **If the library has had an addition or changed location, make sure this has been changed to the square footage of the "new" library space.**

20. Does the outlet have a building entrance that is physically accessible to the person in a wheelchair?

21. Is every public part of the outlet accessible to the person in a wheelchair?

For New York State Library Use Only:

22. LIBID

23. FSCSID

24. Metropolitan Status Code

25. Number of Bookmobiles in the Bookmobile Outlet Record

26. Outlet Structure Status

Part 10 – OFFICERS AND TRUSTEES

Report information about trustee meetings as of December 31, 2010. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1 Total number of board meetings held during calendar year (January 1, 2010 to December 31, 2010)

Education Law requires AT LEAST four (4) per year

10.2 Number of voting positions on library board.... **DO NOT COUNT ex-officio(non-voting members or liaisons**

to the Board.

BOARD MEMBER SELECTION

10.3 Enter Board Member Selection Code (**select one**):

- EP – board members are elected in a public election
- EA – board members are elected by the library association membership
- A – board members are appointed by municipality(ies)
- O – other (specify using the State note)

List Officers and Board Members for the **2010 Calendar Year**. Complete one record for *each* board member.

Updating information in this section assures that the directory page has an up-to-date, current list of library trustees. Also, providing an email address for each trustee assures that they will be placed on the “mltrustees” mailing list to receive important library emails about grant opportunities, workshops, State Legislation, County funding, etc.!

A phone number **MUST BE ENTERED** for the **President** of the Board in order for your Annual Report to be submitted to the State!!!

Repeating Group #4:

1. Title of Board Member (select one):

- Mr.
- Mrs.
- Ms.
- Dr.
- Miss
- Other (enter title)
- Vacant

If *vacant*, enter **VACANT** in Question 1 and N/A in Questions 2-11 of the “repeating group” for **EACH** vacant voting board member position.

2. First Name of Board Member

3. Last Name of Board Member

4. Mailing Address

5. City

6. Zip Code (**5 digits only**)

7. Phone for the Board President only (**DO NOT ENTER** dashes, slashes or spaces. **Enter 10 digits only**)

8. E-mail Address

9. Office Held

10. Term Expires - Month

11. Term Expires - Year (yyyy)

FINANCIAL REPORT

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.*

Part 11 – OPERATING FUND RECEIPTS

Information must be entered for this section under the “Data Entry” Section. Make sure you enter financial data for your library’s fiscal year.

LOCAL PUBLIC FUNDS

Specify by name the municipalities or districts that are the source of funds.

11.1 Does the library receive any local public funds? If yes, complete one record for each funding source; if no, go to question 11.3.

Repeating Group #5:

- 1. Source of Funds
 - County
 - Town
 - Village
 - City
 - School District
 - Other
 - N/A

Remember to report **WHOLE DOLLAR AMOUNTS** (Ex. If the total receipt or expenditure was \$1,699.69, you would “round-up) and report \$1,700 or if it was \$650.36, you would “round-down” and report \$650.)

- 2. Name of funding County, Municipality or District
- 3. Amount
- 4. Subject to Public Vote
- 5. Written Contractual Agreement

11.2 **TOTAL LOCAL PUBLIC FUNDS**

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3 Local Library Services Aid (LLSA)

11.4 Central Library Aid (CLDA and/or CBA)..... (This only applies to OGD and WAT)

11.5 Additional State Aid received from the System.. Report here NYS Special Legislative Grants that are received **THROUGH THE SYSTEM**

11.6 Federal Aid received from the System..... LSTA paid **THROUGH THE SYSTEM**

11.7 Other Cash Grants.....

Report “other” state aid received through the system such as:

Gates Grant	Marketing Grant
Incentive Grant	Door Prizes
Improvement Award	Conference Attendance
Summer Reading Mini-grant	Etc.

11.8 TOTAL SYSTEM CASH GRANTS
(Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)

OTHER STATE AID

11.9 State Aid other than LLSA, Central Library Aid (CLDA and/or CBA) or other State aid reported as system cash grants

Report state aid received **DIRECTLY** (not through the system) such as Special Legislative Grants, Parent and Child Services Grants, Adult Literacy Services Grant, etc.

FEDERAL AID FOR LIBRARY OPERATION

11.10 LSTA...Count here monies paid **DIRECTLY** to the library (NOT received through the system)

11.11 Other Federal Aid.....Count here monies paid **DIRECTLY** to the library (NOT received through the system) from any other Federal programs and used for library operations

11.12 TOTAL FEDERAL AID
(Add Questions 11.10 and 11.11)

11.13 CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE

OTHER RECEIPTS

11.14 Gifts and Endowments.....Count here donations received **DIRECTLY** from **private persons or foundations**

11.15 Fund Raising.....Count here special/major fundraising activities/events **NOT BOOK SALES**

11.16 Income from Investments.....Count here money received from interest, earnings on investments, or trust earnings deposited into the operating fund. **NOT** the value of endowment or accounts

11.17 Library Charges.....Count here photocopy fees, fines, rental fees, etc.

11.18 Other.....

Count "other" receipts such as:

E-Rate	Proceeds from the sale of property or
Refunds	excess materials
Book Sales	Proceeds from rental incomes
Insurance recoveries	Compensation for damages to property

11.19 TOTAL OTHER RECEIPTS
(Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)

11.20 TOTAL OPERATING FUND RECEIPTS
(Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)

11.21 **BUDGET LOANS**.....Count here the principal of ALL budget loans received during the year and NOT PAID BACK by the end of the fiscal year

TRANSFERS

11.22 From Capital Fund.....Count here funds transferred from the capitol fund to be used in the operating fund
(Must be the same as Question 14.8)

11.23 From Other Funds.....Count here all funds transferred from trusts or endowments to be used in the operating fund

11.24 **TOTAL TRANSFERS**
(Add Questions 11.22 and 11.23)

11.25 **BALANCE** – Beginning of Fiscal Year Ending 2010
(Same as Question 12.38 of previous year if fiscal year has not changed)

If Question 12.38 from the previous year DOES NOT MATCH Question 11.25 on the current Annual Report, a letter must be submitted to the system by the Treasurer explaining the discrepancy.

11.26 **GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE**
(Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.39)

This total MUST EQUAL Question 12.39. If it doesn't please double-check your figures.

Part 12 – OPERATING FUND DISBURSEMENTS

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1 Certified Librarians

12.2 Other Staff

12.3 **Total Salaries & Wages Expenditures**
(Add Questions 12.1 and 12.2)

12.4 **Employee Benefits Expenditures**

12.5 **Total Staff Expenditures**
(Add Questions 12.3 and 12.4)

Should be ACTUAL expenditures (i.e. total paid out for salary/wage plus any bonuses, paid days off, state and federal taxes, etc.)

Retirement, Social Security, Unemployment insurance, Workman's Compensation, Disability, life insurance, medical insurance, etc.

COLLECTION EXPENDITURES

12.6 Print Materials Expenditures.....Count here all expenditures for PRINT acquisitions

12.7 Electronic Materials Expenditures.....Count here all expenditures from the acquisition of e-books, e-seriales electronic files, databases, maps/pictures in electronic format

12.8 Other Materials Expenditures.....Count here all expenditures for audio, video, microform, etc.

12.9 **Total Collection Expenditures**
(Add Questions 12.6, 12.7 and 12.8)

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10 From Local Public Funds (71PF)).....Count here capitol expenditures from Village, Town or County funding

12.11 From Other Funds (71OF)).... Count here repairs capitol expenditures from fundraisers donations, State Aid (Computers are counted as a capital expenditure)

12.12 **Total Capital Expenditures**
(Add Questions 12.10 and 12.11)

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13 From Local Public Funds (72PF).....Count here repairs made or equipment purchased from Village, Town or County funding

12.14 From Other Funds (72OF).... Count here repairs made or equipment purchased from fundraisers donations, State Aid

12.15 **Total Repairs**
(Add Questions 12.13 and 12.14)

12.16 Other Disbursements for Operation & Maintenance of Buildings

Gas/Lights, fuel, insurance, custodial supplies, rental of quarters, contracts for janitorial service, window washing, snow removal, etc.

12.17 **Total Operation & Maintenance of Buildings**
(Add Questions 12.15 and 12.16)

MISCELLANEOUS EXPENSES

12.18 Office and Library Supplies

Binding supplier, paper, ink, discs, plastic jackets, cards, pockets, etc.

12.19 Telecommunications

Telephone and Internet operation and installation

12.20 Binding Expenses

Commercial bindery expenditures only

12.21 Postage and Freight

Postage, UPS, FedEx, etc.

12.22 Other Miscellaneous

Office equipment repairs, membership dues, travel expenses, publicity and printing, etc.

12.23 **Total Miscellaneous Expenses**
(Add Questions 12.18, 12.19, 12.20, 12.21 and 12.22)

12.24 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**

Count here your **SIRSI** fees.

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.25 From Local Public Funds (73PF)

Count here payment of principal and interest on capital purpose loans **ISSUED IN A PRIOR YEAR.**

12.26 From Other Funds (73OF)

12.27 **Total**
(Add Questions 12.25 and 12.26)

12.28 Budget Loans (Principal and Interest) — Count here payment of principal and interest on capitol purpose loans ISSUED IN A PRIOR YEAR.

12.29 Short-Term Loans — Count here payment of interest on short-term loans made and paid back WITHIN the current fiscal year.

12.30 **Total Debt Service**
(Add Questions 12.27, 12.28 and 12.29)

12.31 **TOTAL OPERATING FUND DISBURSEMENTS**
(Add Questions 12.5, 12.9, 12.12, 12.17, 12.23, 12.24 and 12.30)

TRANSFERS

Transfers to Capital Fund

12.32 From Local Public Funds (76PF).....Count here funds transferred from the Operating Fund to the Capitol Fund

12.33 From Other Funds (76OF)

12.34 **Total Transfers to Capital Fund**
(Add Questions 12.32 and 12.33; same as Question 13.8)

12.35 **Transfers to Other Funds**.....Count here funds transferred into **special** fund accounts such as a memorial account.

12.36 **TOTAL TRANSFERS**
(Add Questions 12.34 and 12.35)

12.37 **TOTAL DISBURSEMENTS AND TRANSFERS**
(Add Questions 12.31 and 12.36)

12.38 **BALANCE IN OPERATING FUND** – at the End_of Fiscal Year Ending 2010

12.39 **GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE**
(Add Questions 12.37 and 12.38; same as Question 11.26)

This total MUST EQUAL Question 11.26. If it doesn't please double-check your figures.

ASSURANCE

12.40 The Library operated under its plan of service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - (yyyy-mm-dd)).

FISCAL AUDIT

12.41 Last audit performed (yyyy-mm-dd)

12.42 Time period covered by this audit (from yyyy-mm-dd to yyyy-mm-dd)

- 12.43 Indicate type of audit (**select one**):
 City
 County
 State
 Private Accounting Firm
 Other (**specify what “other” type of audit in the box provided**)
 N/A

Enter “Y” if the library has a separate Capital Fund **OR** if the library received Construction Grant funds this year. If “Y” is selected, fill out Parts 13 and 14.

CAPITAL FUND

- 12.44 Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.

CAPITAL FUND REPORT 2010

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.*

Part 13 – CAPITAL FUND RECEIPTS

REVENUES FROM LOCAL SOURCES

- 13.1 Revenues from Local Government Sources
 13.2 All Other Revenues from Local Sources.....**Count here any gifts/donations made to the Capital Fund.**

13.3 Total Revenues from Local Sources

STATE AID FOR CAPITAL PROJECTS

- 13.4 State Aid Received for Construction.....**Count here funds from the Construction Grant Program. (If the funds were transferred to the Operating Fund, MUST MATCH Questions 11.22 and 14.8)**
 13.5 Other State Aid

13.6 Total State Aid
 (Add Questions 13.4 and 13.5)

FEDERAL AID FOR CAPITAL PROJECTS

13.7 TOTAL FEDERAL AID

INTERFUND REVENUE

- 13.8 Transfer from Operating Fund (Same as Question 12.34)

13.9 TOTAL REVENUES
 (Add Questions 13.3, 13.6, 13.7 and 13.8)

13.10 NON-REVENUE RECEIPTS

13.11 **TOTAL RECEIPTS**
(Add Questions 13.9 and 13.10)

13.12 **CASH BALANCE** – Beginning of Fiscal Year Ending 2010
(Same as Question 14.11 of previous year, if fiscal year has not changed)

13.13 **TOTAL RECEIPTS AND BALANCE**
(Add Questions 13.11 and 13.12; same as Question 14.12)

This total **MUST EQUAL** Question 14.12. If it doesn't please double-check your figures.

Part 14 – CAPITAL FUND DISBURSEMENTS

PROJECT EXPENDITURES

14.1 Construction.....Count here payment to contractors for ANY construction costs

14.2 Incidental Construction.....Count here any costs associated with architect fees, site acquisition, furniture and equipment, advertising, legal services, surveying, utility system, site improvement, etc

Other Disbursements

14.3 Purchase of Buildings

14.4 Interest.....Count here payments from the Capital Fund for interest charges on "Notes."

14.5 Collection ExpendituresCount here Capital Project expenditures for books, films, serials, etc.

14.6 Total Other Disbursements
(Add Questions 14.3, 14.4 and 14.5)

14.7 **TOTAL PROJECT EXPENDITURES**
(Add Questions 14.1, 14.2 and 14.6)

14.8 **TRANSFER TO OPERATING FUND**
(Same as Question 11.22)

14.9 **NON-PROJECT EXPENDITURES**.....Count here repayments of advances from the Operating Fund

14.10 **TOTAL DISBURSEMENTS AND TRANSFERS**
(Add Questions 14.7, 14.8 and 14.9)

14.11 **CASH BALANCE** – End of Fiscal Year ending 2010

14.12 **TOTAL CASH DISBURSEMENTS AND BALANCE**
(Add Questions 14.10 and 14.11; same as Question 13.13)

This total **MUST EQUAL** Question 13.13. If it doesn't please double-check your figures.

Parts 15 and 16 are Federal Totals and ARE NOT filled out by the Member Libraries and, therefore, NOT shown on our Online Annual Report.

Part 15 – FEDERAL TOTALS

Note: See instructions for definitions and calculations of each of these Federal Totals.

- 15.1 Total ALA-MLS
- 15.2 Total Librarians
- 15.3 All Other Paid Staff
- 15.4 Total Paid Employees
- 15.5 State Government Revenue
- 15.6 Federal Aid Revenue
- 15.7 Other Operating Revenue
- 15.8 Total Operating Revenue
- 15.9 Other Operating Expenditures
- 15.10 Total Operating Expenditures
- 15.11 Capital Expenditures
- 15.12 Print Materials
- 15.13 Total Registered Borrowers
- 15.14 Other Capital Revenue and Receipts

Part 16 – FOR NEW YORK STATE LIBRARY USE ONLY

- 16.1 LIB ID
- 16.2 Interlibrary Relationship Code
- 16.3 Legal Basis Code
- 16.4 Administrative Structure Code
- 16.5 FSCS Public Library Definition
- 16.6 Geographic Code
- 16.7 FSCS ID

Suggested Improvements

Library Name:

Library System:

Name of Person Completing Form:

Phone Number:

Please share with us your suggestions for improving the *Annual Report*. Thank you!